



The CATS Meow

March 13

Greetings

It's all about time...

Timesheets

We will be expecting a timesheet each month from each and every active resource – that is volunteers and Sponsor staff *and* community partners that complete PMA or CCR forms. As volunteers, you can check My Timesheet Queue on the User Home Page to be sure you've completed or submitted one. As Sponsors, you can check to see that all volunteers, staff and partners have submitted a timesheet by running a simple report. More on reports soon...

What time is it?

It's time to get credit for all of the hard work you all do!

FOR COUNSELORS

The time spent – Section 1 of the CCR form – includes time spent on all of the following activities:

- Counseling
- Research

- Referrals
- Advocating (making calls or writing on behalf of the client)
- Trying to reach the client
- Waiting to meet with a client
- Travel (to meet with client)
- Preparing materials to send to a client (or ordering them on-line)
- Completing paperwork/forms related to the client contact

FOR ALL RESOURCES

Include all the spend in support of the SHIBA HelpLine program, not just direct service:

- Travel (to meetings, training, health fairs, speaking programs, etc.)
- Training (monthly Update training, Basic Training, CATS training, etc.)
- Completing paperwork/forms or work on-line
- Writing articles for newsletters or bulletins
- Outreach events
- Preparing for speaking events, including research and writing and site prep